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21 MAY 1964

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT : Fitness Report

1. We have reviewed the transcript of that portion of the last CIA Career Service Board Meeting which approved adoption of the proposed Fitness Report. We noted particularly your interest in the possibility of further statistical analysis to validate the report and possibly to arrive at numerical or adjectival summaries of the reports.

2. Although it was stated in the Board Meeting that the proposed form would lend itself to statistical analysis, it should be recognized that that statement was made prior to the decision that it be optional whether a supervisor shows the completed Fitness Report to his employee.

3. It is our opinion, after checking with our own technical experts that it would be impossible to make the type of statistical analysis you desire unless there is an indication on each completed Fitness Report as to whether or not it was shown to the individual rated. The attached form has been revised to include the suggested amendment - "This report has ( ), has not ( ) been shown to the individual rated" - to accomplish this purpose.

4. We believe a decision on this question is necessary before we proceed to process the form for printing.

Attachment

Signed  
25X1A9a  
[Redacted]  
Chief, Plans, Research and  
Development Staff

Office of Personnel  
Forms Management Program  
MASTER FILE COPY

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